



Freedom of Information Act 2000

Publication Scheme

This Scheme was adopted by the Council at its Meeting held on the 22nd March 2016 and will be reviewed annually in May

Introduction

The Freedom of Information Act 2000 requires all public authorities to adopt and maintain a Publication Scheme. The Information Commissioner has produced a model scheme that all authorities are obliged to adopt from the 1st January 2009.

The model scheme which the Council has adopted commits the Council to:

- Proactively publish or otherwise make available as a matter of routine, information which is held by the Council and which falls within the classifications below
- To specify the information which is held by the authority and falls within classifications below
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within the scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
- To review and update on a regular basis the information that is available under this scheme
- To produce a schedule of any fees charged for access to information which is made proactively available
- To make this scheme available to the public

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure
- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to assess for similar reasons.

Information held by the Council but not published under the scheme can be requested in writing, and the request will be considered in accordance with the Freedom of Information Act.

Information available under the publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>Who's who on the Council Contact details for Parish Clerk and Councillors Location of main Council office and accessibility</p>	<p>Website, notice board and hard copy (contact the Clerk)</p>	<p>As per schedule of charges</p>
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year</p>		<p>As per schedule of charges</p>
<p>Annual return form and report by auditor</p>	<p>Hardcopy (contact the Clerk)</p>	
<p>Finalised budget</p>	<p>Website and hardcopy (contact the Clerk)</p>	
<p>Precept</p>	<p>Hardcopy (contact the Clerk)</p>	
<p>Financial Standing Orders and Regulations</p>	<p>Website and hardcopy (contact the Clerk)</p>	
<p>Grants given and received</p>	<p>Hardcopy (contact the Clerk)</p>	
<p>List of current contracts awarded and value of contract</p>	<p>Hardcopy (contact the Clerk)</p>	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		As per schedule of charges
Parish Plan (current)	Hardcopy (contact the Clerk)	
Neighbourhood Plan (current and previous version(s))	Website and hard copy (contact the Clerk)	
Annual Report to Parish Meeting (current and previous year)	Hardcopy (contact the Clerk)	
Parish Charter for Warwickshire	Website and hard copy (contact the Clerk)	
Class 4 – How we make decisions (Decision making processes and records of decisions)		As per schedule of charges
Current and previous council year		
Timetable of meetings (Council and Parish meetings)	Website and hard copy (contact the Clerk)	
Agendas of meetings (as above)	Website, notice board and hard copy (contact the Clerk)	
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website, notice board and hard copy (contact the Clerk)	
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hardcopy (contact the Clerk)	
Responses to consultation papers	Hardcopy (contact the Clerk)	
Responses to planning applications	Website and hard copy (contact the Clerk)	
Bye-laws	Hardcopy (contact the Clerk)	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		As per schedule of charges
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct	Website and / or hard copy (contact the Clerk)	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website and / or hard copy (contact the Clerk)	
Records management policies (records retention, destruction and archive)	Website and hard copy (contact the Clerk)	
Schedule of charges (for the publication of information)	Website and hard copy (contact the Clerk)	
Class 6 – Lists and Registers		As per schedule of charges
Assets Register	Hardcopy (contact the Clerk)	
Register of members' interests	Website and hardcopy (contact the Clerk)	

Class 7 – The services we offer (Information and guidance about the services we offer)		As per schedule of charges
Allotments	Contact the Clerk	
Amenity area, playing fields and recreational facilities	Contact the Clerk	
Seating, litter bins, memorials and lighting	Contact the Clerk	
Bus shelters	Contact the Clerk	

Contact details:

Clerk to the Council: Georgina Lowe
Sideways
Banbury Road
Kineton
CV35 0JY

Telephone: 07570 269451

Email: clerk.kinetonpc@btinternet.com

Website: www.kineton.info

Public Notice Board: Banbury Street, Kineton (opposite War Memorial)

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 17p per A4 sheet (black & white)	Actual cost *17p
	Photocopying @ 65p per A4 sheet (colour)	Actual cost *65p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	£450	In accordance with the S12 of the Freedom of Information Act 2000

* the actual cost incurred by the public authority